

Report for week ending 16 December 1953 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Reviewed the draft of the proposed Handbook on Financial and Accounting Procedures for Property. Submitted recommendations informally to []

2. Contacted [] of the Logistics Office regarding the procurement of Letterex for Agency-wide use. Delivery of this stationery is expected within three weeks. During the interim we propose to develop a CIA Notice and a promotional flier calling attention to correspondence practices appropriate to the use of Letterex.

3. Met with [] of the Office of the Comptroller to discuss their review of the Reports Management Program Guide. [] has completed his review; Mr. [] anticipates releasing the guide this week. Review of the guide by the Deputy Comptroller should follow immediately.

25X1

4. Completed the narrative on the first three sections of the proposed brochure on reports management. These sections answer the following questions:

What is reports management?
Why is it desirable to program reports management?
Which reports do we propose to manage?

Rough sketches of the illustrations to accompany these sections have been made. Completion of the narrative on the remaining two sections is anticipated by next week. These sections deal with installing and operating the program.

5. In connection with the Writer's Guide:

a. Continued research at the Library of Congress.

b. Completed first draft of the guide's introduction and statement of purpose.

c. Drafted the major portion of two chapters on "Evaluating Your Writing" and "Procedures for Conducting a Form and Pattern Correspondence Program."

d. Met with [] of Graphics Registry to discuss the types of fliers and posters we propose for our program. In collaboration with [] developed a series of fliers which will be rough sketched within a few days.

25X1

6. Met with [] of Personnel and was introduced to their correspondence management program. Observed their Flexowriter operations. Noted highlights and defects in their correspondence system.

25X1

Chief, Reports and Correspondence
Management Branch

622070100

*BEST COPY
Available*

6/17/98

Report for week ending 16 December 1953 from MACHINE RECORDS BRANCH

Administrative:

[redacted] who was being processed as a replacement for [redacted] has declined appointment. [redacted] who is fully cleared, is waiting to be called for this position.

25X1

Consideration is being given a plan to improve utilization and accessibility of machines. This plan involves placing the machines now in Wing B, excluding the Key Punch and Verifying Section, with those in Wing A. If this plan is approved, it is anticipated that it will be put into effect about 14 Jan. 1954.

Leave schedules have been arranged for all personnel requesting leave for the coming holidays so that the regular work schedules will not be affected.

Operational:

Logistics - Listings of basic computations of average prices for all acquisitions for the period May 1953 thru November 1953 were completed 16 December 1953. This listing is to be used to establish new fixed average prices for all stock records.

Vouchered Payroll - Because of the presidential proclamation granting half-day holidays on December 24th and December 31st, Check Issue schedules have been advanced by one and a half days. To meet this deadline, overtime will be required.

Personnel Section - The Personnel Section of this branch has developed a world, country, and city code to be used in the Personnel Status card. This code has met with the approval of the Personnel Office, and they would like to put it in effect immediately. One of the needs for this code is an insurance study being made in the Agency; and certain information, concerning geographical location of employees, has to be made available to the actuaries. By the use of these codes, information can be made available in a relatively few hours, where previously, it would have been a matter of days.

811070100

151
[redacted]
Chief, Machine Records Branch

25X1

CONFIDENTIAL

Report for week ending 16 December 1953 from
RECORDS DISPOSITION BRANCH

TRANSFER OF TOP SECRET DOCUMENTS

Negotiations are in process for the transfer of approximately 10 cabinets of Top Secret documents from the custody of OCD to the Records Center. All preliminary agreements, including approval by the Physical Security Officer, have been reached. Detailed procedures governing the handling of this material and the actual transfer will be accomplished following an inspection of the Center by [redacted] of OCD.

GENERAL COUNSEL

The records inventory of this Office should be completed by the end of this week. Initial discussions with personnel of the office reveal a lack of interest in records retirement, but considerable interest in records maintenance. This activity, therefore, appears to involve principally files planning and because of the nature of the function of the office the development of procedural requirements will entail considerable study.

MEDICAL OFFICE

The report dated 10 December 1953 predicted that the files planning stage of this project would be initiated this week. This activity will be delayed because of the general difficulty in scheduling meetings with medical personnel to discuss recommended standards developed in connection with the preparation of the records control schedule. There has also been unusual, but never unexpected, complications involved in developing approved standards for the retention of medical records.

[redacted]
Chief, Records Disposition
Branch

25X1

811080103